



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Curriculum Services Secondary Education Unit Atlanta, Georgia 30334	Application Number <b>81-228</b>	
Application Number		Date Received <b>APR 2 1981</b>	Date Completed <b>APR 16 1981</b>
2. Person to Contact J. B. Angelo Crowe		Working Title Driver and Safety Education Consultant	Telephone Number 656-2579
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1968      To Date		5. Records Series Title (followed by title used in office; if different) Driver Education Program Approval and Vehicle Assignment Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Driver and Safety Education Consultant is responsible for administering the state Driver and Safety Education program, providing consultative services and technical assistance to the 187 local education agencies, including the verification of credentials and the authorization and approval of instructors, vehicles and local programs.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: authorizing and approving instructors, vehicles and programs in driver and traffic safety education, as provided by Georgia Code 91A-1328, as amended in 1980.  Included are: Driver Education Program Approval (DE Form 0108); Traffic Safety Education Program Agreement for Obtaining Vehicles (DE Form 0109); Official Assignment of Traffic Safety Education Vehicle (DE Form 0362); and related memos and correspondence within the department, with local school systems and with auto agencies supplying vehicles.  File is arranged: chronologically by fiscal year; thereunder alphabetically by local school system.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>400</u> ; Seven to twelve months old <u>300</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 cubic foot</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Partial vehicle info sent to Automotive Safety Foundation, Wash., D.C. who compile a safety report.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication in LEAs and auto agencies.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                      |                                   |                      |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law             | _____ 0 _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years.         | e. Administrative need            | _____ 2 _____ years. |
| c. Federal law           | _____ 0 _____ years. | f. Federal retention instructions | _____ 0 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3-25-81	Walker L. Baumgardner	3-23-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-13-81
		Secretary of State/Designee	4-13-81
		Attorney General/Designee	4-13-81